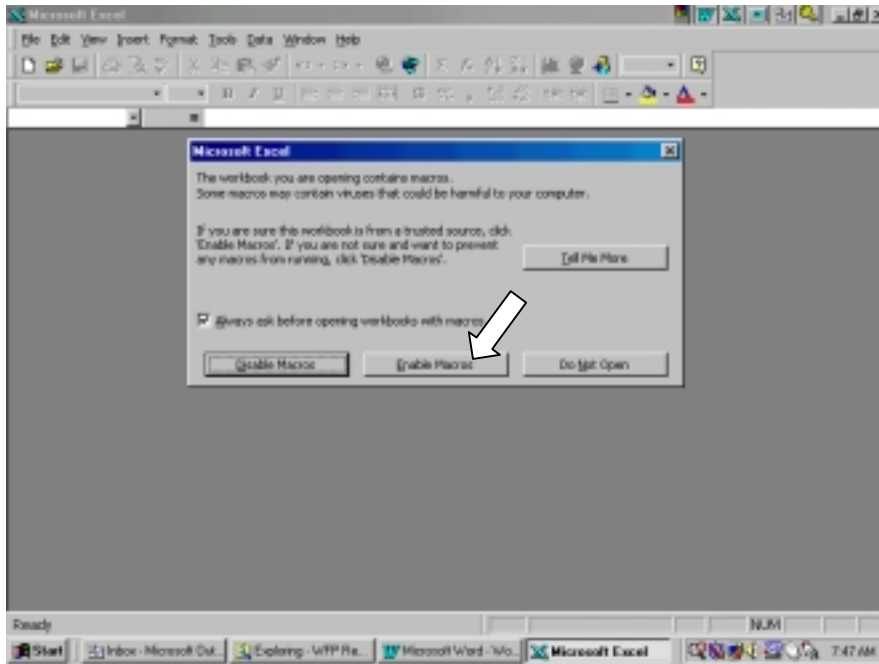


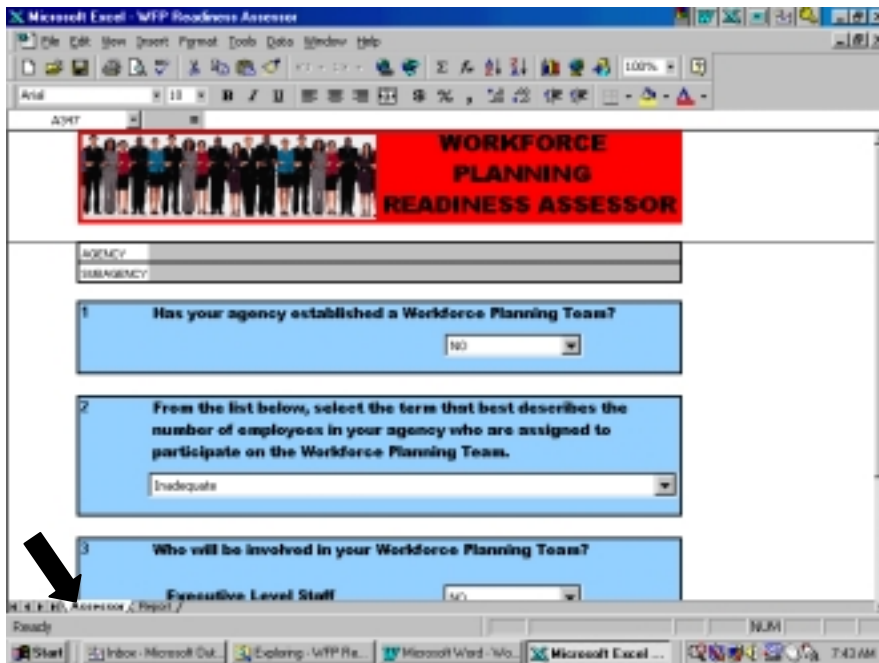
Brief Instructions for Utilizing The Workforce Planning Readiness Assessor

Open the file (WFP Readiness Assessor.xls) in MS Excel. You can open the file by double clicking the icon in Windows Explorer, or opening Excel and locating the file with the “File, Open” options.

Click the button **Enable Macros**.



Ensure that the **Assessor** tab is selected.



Begin the Assessor by entering the name of the Agency and Subagency (if appropriate).

Microsoft Excel - WFP Readiness Assessor

File Edit View Insert Format Tools Data Window Help

AGENCY

SUBAGENCY

1 Has your agency established a Workforce Planning Team?

NO

2 From the list below, select the term that best describes the number of employees in your agency who are assigned to participate on the Workforce Planning Team.

Inadequate

3 Who will be involved in your Workforce Planning Team?

Executive Level Staff

Ready

Start Internet Explorer Microsoft Word

Continue the Assessment by reading each of the 13 questions and selecting the most appropriate response from the question's drop down box.

Microsoft Excel - WFP Readiness Assessor

File Edit View Insert Format Tools Data Window Help

AGENCY

SUBAGENCY

1 Has your agency established a Workforce Planning Team?

NO YES IF-2

2 From the list below, select the term that best describes the number of employees in your agency who are assigned to participate on the Workforce Planning Team.

Inadequate

3 Who will be involved in your Workforce Planning Team?

Executive Level Staff

Ready

Start Internet Explorer Microsoft Word

When you have completed all of the questions, review them for accuracy. Then, click on the **Report** tab to view the results of the assessment.

The screenshot shows the 'WORKFORCE PLANNING READINESS ASSESSOR' interface. It includes a header with a group photo and the title. Below are four questions with dropdown menus for answers: 'Email' (YES), 'Internet Service' (YES), 'PeopleSoft or Phoenix' (YES), and 'CD R or CD RW burner' (NO). A message box states: 'Because you have indicated in number 12 that your agency possesses adequate technology assets, there is no need to answer this question.' Below this is a dropdown menu with the text 'Very little, unlikely to be sufficient'. At the bottom, a black arrow points to the 'Report' tab in the navigation bar.

Your results will be displayed in the following format:

The screenshot shows the 'ANALYSIS REPORT' results. It includes a header with a group photo and the title. Below the title is the text: 'Based on information you have provided in the Readiness Assessor Tool, the following Readiness Analysis Report is provided to assist you in gauging your Workforce Planning efforts.' The report includes fields for 'AGENCY: Agency Name' and 'SUBAGENCY: Subagency Name'. A large red box contains the text: 'OVERALL: Conduct a Level II Analysis.' Below this is a table with two columns: 'Planning Aspect' and 'Readiness Level/Level of Analysis'. The first row shows 'Climate' with a 'Strong' readiness level.

Planning Aspect	Readiness Level/Level of Analysis
Climate	Strong

Now you may either print the report or save it. A printout of the report should appear similar to this sample:

WORKFORCE PLANNING READINESS ASSESSOR	
ANALYSIS REPORT	
Based on information you have provided in the Readiness Assessor Tool, the following Readiness Analysis Report is provided to assist you in gauging your Workforce Planning efforts.	
AGENCY:	Agency Name
SUBAGENCY:	Subagency Name
OVERALL:	Conduct a Level II Analysis.
Planning Request	Workforce Readiness of Analysis
Climate	Strong
Time	Very Strong
Expertise	Strong
Technology	Good means indicated.

Saving the report will require you to select a new file name.

Because this file is provided for DEMO purposes, this file is not “Locked.” As a result, drop down boxes, formulas, text, etc. can all be inadvertently erased, modified, or altered, damaging or destroying the tool. If you accidentally move, destroy, or delete any elements of the file, simply close the file and reopen it without saving. The original file structure will then be restored and full functionality will once again be available.